



THE STATE
of **ALASKA**
GOVERNOR SEAN PARNELL

Department of Education &
Early Development

Division of Libraries, Archives & Museums
Alaska State Historical Records Advisory Board

<http://archives.state.ak.us/ashrab/ashrab.html>

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Membership

Dean Dawson, Coordinator
Laura Samuelson, Nome
Dennis Moser, Fairbanks
Bruce Parham, Anchorage
Toby Allen, Anchorage

Judith Bittner/Jo Antonson, Anchorage
Richard Valenti, Fairbanks
Zachary Jones, Juneau
LaRue Barnes, Cordova

Alaska State Historical Records Advisory Board Meeting Minutes

Meeting Date:	October 30, 2013
Meeting Location:	Teleconference
Minutes Recorded by:	Dean Dawson, State Archivist
Roll Call:	<p>Present at the Meeting:</p> <p>Jo Antonson, Office of History & Archaeology Dean Dawson, Alaska State Archives Bruce Parham, Anchorage Zach Jones, Sealaska Heritage Institute Toby Allen, Municipality of Anchorage Dennis Moser, UAF LaRue Barnes, Cordova Laura Samuelson, Nome</p> <p>Others Present:</p> <p>Bob Banghart, Deputy Director of SLAM Larry Hibpshman, Alaska State Archives Arlene Schmuland, UAA Archives</p> <p>Members Absent:</p> <p>Richard Valenti, Fairbanks</p>

I. Items Discussed.

The meeting began at 1:30 PM. Roll call was conducted. Approval of the minutes from the September 26th meeting were deferred due to some last minute changes.

A. Senior Consulting Archivists Program.

Dean began by informing everyone about the Senior Consulting Archivists Program that ASHRAB plans to implement in early 2014. It will consist of hands-on consultation for six

remote field archives representative of at least 4 of Alaska's 5 main regions. Four sponsoring or host institutions have agreed to be involved: UAA Archives, UAF Special Collections, Sealaska Heritage Institute (2 consults), Alaska State Archives (2 consults). The consulting archivist will spend three days at each field site. For example, the archivist will travel up on a Monday afternoon, consult Tuesday, Wed, and Thursday, departing Thursday afternoon. The sponsoring institution will provide an archivist for 3 days and be reimbursed at \$300/day plus \$150 for a half-day or \$1,050 per consultation. Additionally, lodging for 3 nights estimated @ \$100/night will be included. The total reimbursement as per the NHPRC SNAP-Grant will be \$1,350 per trip, which exceeds the \$5,400 line item in the budget for lodging and per diem. In order to meet the budget the State Archives will not charge a consulting fee. There is an additional \$1,000 roundtrip travel stipend per consultation to/from institution. The consulting archivist will:

- A. Perform general archival inventory & survey.
- B. Write detailed evaluation report, 2-4 pages in length.
- C. *Provide Basic Archives Training* (approximately 3 hrs on Thursday) & provide *Arrangement & Description Manual*. Training can be done either one-on-one or in a group setting. It can also be integrated into the walk-thru survey if a staff member is shadowing the archivist.

Each field archives will spend up to two weeks preparing for visit. This time is listed as a cost-share in the budget.

Dean stated that the ASHRAB will need to:

- Develop a comprehensive needs-based survey (application questionnaire) so that the host institution and the ASHRAB can determine where to use its resources based on merit.
- Develop a general archival inventory, survey/preservation template; training presentations; and, final report template for use by the consulting archivists.
- Develop a time-line to: publicize the *Program*, send/review out needs-based surveys (application questionnaire), choose field/host archives, make arrangements for/conduct each field trip.

It was agreed that the Board would advertise/publicize program by early January so that February and March would be targeted for consultation. Bruce mentioned that it is critical to assess the knowledge or lack thereof of those individuals on site that we will be working with. Prior dialogue with each field archives will be critical. Arlene mentioned that she would like to have one or two phone conversations with the field archives prior to visitation. She mentioned that turnover of staff is a problem and the importance of asking about experience levels. Bruce mentioned his St. Paul Island experience and how they assessed storage conditions, sent out boxes ahead of time, and the value of sufficient communications prior to the visit. Training three or four people as part of the process is optimal. Pre-trip preparation is critical along with assessing the knowledge of staff at the field site. Arlene asked about a site survey and whether our focus would be training or work that we could get done. Zach gave a historical overview of what the needs expressed in the past were by field institutions--continuing education, hands-on and onsite training, preservation or planning surveys. These topics were noted as being important and that groups can also document in future grant applications that they have done

their planning due diligence. Bob explained how things work in the museum world, where site evaluations and assessment programs are important prior to moving to the next phase of development. Five-year goals were also important. Arlene discussed that preservation is at the back end and noted the many distinctions and differences between archives and museums terminology. She said that preservation usually takes a ton of money and that field archives don't really know what they need. She said we shouldn't concentrate on preservation. Dennis mentioned that a preservation overview was a small part and that confidentiality issues are also of concern. Zach mentioned his recent trip to a tribal government and how often these groups are reliant on grants for funding at the barest level. Laura discussed a private collection in Unalakleet and the local city clerks and how challenging it is to get effective accomplishments done where there are slim resources. Toby said conversations should definitely begin before the site visits and that this would be the most valuable way to approach it.

Dean asked about a timeline and when the ASHRAB wished to get moving on the project. There was discussion about how best to reach interested field archives. Toby wondered whether there was a pool of candidates or lists to draw from. Bruce mentioned outreach to the native communities. Dean said there has been collaboration with the Alaska Native Libraries Archives & Museums in the recent past. It was agreed to begin broadcasting notice of the *Program* by December 15, if doable, so that visits could begin optimally in February thru early-May. Arlene felt a two week application turn-around was too tight. It was agreed to develop a comprehensive needs-based survey with a sub-committee consisting of Arlene, Zach, Dennis, and Larry. Bruce mentioned his trip to Valdez museum and how addressing nuts and bolts basics is important: initial accessioning, arrangement, provenance, and separating one collection from another.

B. Old Business.

Dean mentioned that the new ASHRAB logo would contain images related to records and information and/or media, not iconic depictions or pure Alaskan motifs that don't tie in to what the Board is all about. The publications specialist is going to winnow it down to two drafts with this in mind. Dean thanked everyone for their input and enthusiastic email responses. Larry quipped that he didn't wish for quill pens and scrolls be part of our logo.

C. Board Member Updates.

Board member updates were provided. Bruce said he worked with the Catholic Archdiocese of Anchorage by doing an assessment report for them and has a couple projects for the Anchorage centennial 2014-2015 in process and attends monthly meetings. The Rasmuson Foundation provided \$500K in grant monies. Laura said they finished transcribing a diary from Wales entitled *History of the Bering Sea Eskimo* and are working on another diary from the 1930's. Nome is in the process of designing and building a new museum and library which is scheduled for completion in 2016. Bob provided a SLAM project update. The roof will be poured next week and the external finish begins soon, whereupon internal work will be done. Collection staff have been relocated to the Archives' building. The Alaska State Museum is still hosting shows; three will open on Friday. Dean mentioned that the State Archives began a four-year FamilySearch project that is digitizing pre-statehood family history records. Stacey Thorsen has been hired as the new state records manager. She has a medical records background and will

begin November 18th. LaRue has been writing new grants, taken library training in Cordova, and has recently dealt with Chugach artifacts.

II. New/Other Business.

Dean mentioned that everyone should have received the *Five-Year Plan*, which was substantively updated in Nome two years ago and doesn't need major editing. A new name is needed for the *2014-2019 Plan* and it is necessary to replace the front cover image. It is also necessary to carefully review the goals. Dean will send out a separate email regarding this *Plan*. Zach mentioned future squeezes in the federal budget impacting how are we going to fund priorities in the future. Dean confirmed that the dollars are tightening as NHPRC funding is currently down to \$3M, which was lowered from \$4.75M the year before. Bruce said he felt the State of Alaska should provide a few hundred thousand dollars for ASHRAB and archives/records-related activities. Dean said that a joint venture with the municipal clerks, perhaps by providing a consumer based service, and receiving support from this constituency, might be one way to accomplish broader-based support. He will address this matter.

Dean requested from NHPRC whether our Spring 2014 meeting venue could be changed from Barrow to Fairbanks; and, if the number of attendees targeted could be lowered from 30 to 25. If this is accepted we will still need 14 participants at the spring training. Dean asked the Board if a May 14th date for conducting *Basic Archival Training* would work. Topics to be covered by presenters Zach, Dennis, Dean and an additional trainer include: archival theory and principles, acquiring and appraising archives, fundamentals of arrangement and description, digitization of records, ethical perspectives, and outreach. Travel scholarships for up to ten individuals to \$1,000 are available.

Dean asked about a May 15th ASHRAB face-to-face meeting to follow the training day. Laura mentioned she will be gone for three weeks beginning May 7. No others knew of any potential conflicts.

III. Next Meeting Date, Time & Location.

The next teleconference meeting is set for November 26th at 1:30 PM. The needs-based survey (application questionnaire) should be finalized by then and an update on the consulting archivists program will be provided. The meeting concluded at 2:45 PM.